CHRIS User Guide: Creating a Mid-Year Appraisal

CHRIS Responsibility Required: Manager Self-Service or Performance Plan

Module Overview

Purpose

As part of the automation of the APPAS policy, supervisors can manage performance evaluations and appraisals through CHRIS Self-Service. This automation includes issuing performance plans, and conducting mid-year/interim/annual appraisals. This user guide offers instructions on creating the mid-year from the performance plan.

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Entering the Performance Plan Responsibility

If you are a manager, select **GSA Manager Self-Service** from the menu and then click the **Build/Update Performance Plan or Create Appraisal** menu option.

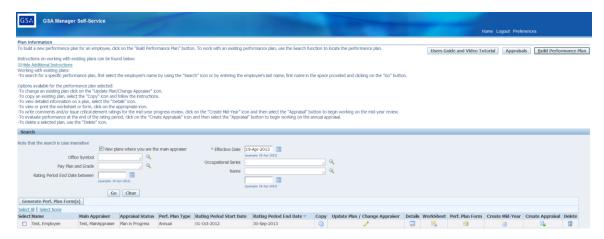


All other users select GSA Performance Plan.



Querying Employees

You will be taken to the **Plan Information** screen. By default, performance plans where you are the main appraiser will appear. Additionally, instructions on how to work with performance plans can be found on this page.



If you do not see the employee's name that you are appraising, unselect the box next to **View plans where you are the main appraiser**, then search for the employee by typing their last name into the **Name** field. When searching using the name field, type in the employee's last name, and select the **Search** icon ...



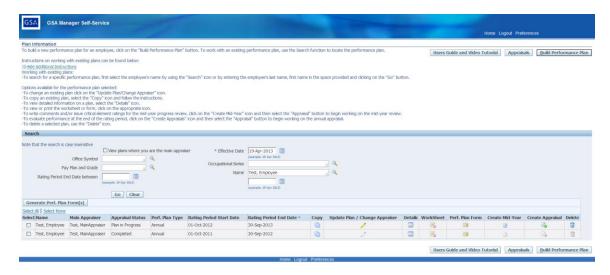
This will take you to the **Search and Select: Name** screen. Identify the correct employee and click on the **Quick Select** icon ...



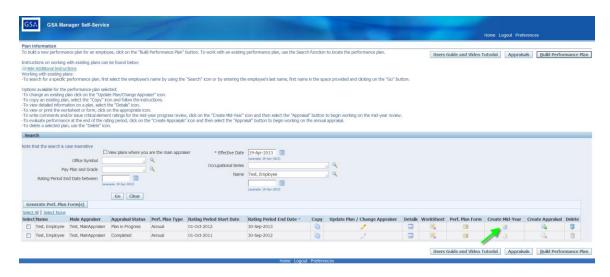
Next, select the **Go** button to run the query.



For each employee, begin by clicking on the **Details** icon to ensure that the performance plan is current. If any changes were made since the beginning of the year that are not documented in CHRIS, close the **Details** screen and then click on the **Update Plan/Change Appraiser** icon, to make changes to the performance plan.



Once you have determined that the performance plan is accurate, create the Mid-Year Appraisal record by clicking on the **Create Mid-Year** icon. If the icon is not in color, then the appraisal has already been created, and can be located in **Manager Self-Service > Update/Appraise Employee** and **Submit Appraisal**.



After you click on the **Create Mid-Year** icon , you will receive a warning message. Click the **Yes** button, to confirm creation of the Mid-Year Appraisal.



After clicking on the **Yes** button, the system will return you to the **Plan Information** screen and you will see a confirmation message that the Mid-Year Appraisal has been created.



When you have finished creating mid-year appraisals for all of your employees, click on the **Appraisals** button, in the upper right hand corner of your screen. This will take you to **Manager Self-Service > Update/Appraise Employee Performance and Submit Appraisal.**



Now in Manager Self-Service → Update/Appraise Employee Performance and Submit Appraisal, you can begin working on the appraisal. For instructions on this process, please refer to the user guide, Completing a Mid-Year Appraisal.

